

NE Task List
Date: 12-09-2017

S. No.	Date	Task	Remark/Status
1.	29-08-17	Villa No 27 common toilet door cannot be changed.	
2.	29-08-17	Part 1 toilets to be 6 inch above road side FFL - level and compact to 12 inches below proposed PFL.	
3.	29-08-17	Narendar Reddy engineer to give calculation of club of windows by 30-08-2017 fine for default Rs. 500/- per day.	
4.	29-08-17	Fall ceiling on club house use 12 to 18 mm prelaminated particle boards.	
5.	29-08-17	Provide ducting for club house AC's as follows: a. 4 th Floor yoga room - 2 Nos-2 ton split AC- southern wall, core cut to roof. b. Gym - 2 Nos - 2 ton split AC on northern wall, core cut to terrace.	
6.	29-08-17	Business center provide 2 nos 1 Tons split AC for conference room.	
7.	29-08-17	Banquet hall provide 4 No splits AC's 2 Tons on southern hall.	
8.	29-08-17	Radhey Shyam to visit Prasad Associates for club house portico drawing.	
9.	29-08-17	Provide 3 inch conducting for electrical and copper pipes. Use 3/4 inch CPVC pipe for drainage.	
10.	29-08-17	Impose fine on Reshma for form not sending email for toon boards. Fine Rs. 500 each day.	
11.	29-08-17	Electricity power connection through meters in villa.	
12.	29-08-17	B. Anand/Home lines - Material received at site must be inverted in our registers. Copies of bills & invoices to be submitted at site by Thursday. Advise to make statement of material receipt and recommended payment to be made. Payment to be issued by RIGS on Saturday.	
13.	29-08-17	Toddy trees issue to be resolved. (Send email)	
14.	29-08-17	Villa no 83 shift main door. Halfroom size cannot be changed.	
15.	29-08-17	Complete RCC road from 175 to 182 for brick production.	
16.	12-09-17	Gate wall between 88 & 89.	

17.	12-09-17	Fine Radhey Shivam Rs. 500/- for working without plans for swimming pool.	
18.	12-09-17	Fine Rs. 500/- suspend 1 day and issue memo	
19.	12-09-17	Drawing required for street lights.	
		MNM - neatly file all original plans and return to Nagalaxmi. A & A files for 2016 and 2017 file and respective customer file. Other A & A can be destroyed. Keep Q.C. report of 2017 destroy old Q.C. reports. Photograph albums to be sent to SOB archive.	
20.	12-09-17	Bhoja to give details of payment to electricity charges of 2 meters at site along with monthly consumption of each sub meters from 1-6-2016 to 30-8-2017.	
21.	12-09-17	Bhoja to sent ATR on audit report dated 31-08-17.	
22.	12-09-17	Bhoja to follow up with all suppliers for material delivery on a daily basis similarly equipment repair follow up must be done on a daily basis without any delay.	
23.	12-09-17	South side land owner pay Rs. 10,000 and provide JCB for 6 to 8 hours.	
24.	12-09-17	Shift store out of clubs house bathroom on upper floors.	